

Application Checklist

If applicable, copy of Indiana sales tax license or copy of application for the 2010 Sales Tax ID Number.

**Checks payable to:
The City of Crown Point**

(No Refunds Will Be Given. Festival will take place rain, snow, or shine. In 2009 we had a crowd of over 6,000 and look forward to see what type of numbers 2010 will bring.)

**Mail To:
The City of Crown Point
Attn: Jennifer Young or Laura Janowski
101 N. East Street
Crown Point, IN 46307**

**For further information, call The Mayor's Office of Special Events at
(219) 662-3290**

Proudly Sponsored By

Mayor David D. F. Uran
The City of Crown Point

For more information on how you can become one of our sponsors, please contact the Mayor's Office of Special Events.



For a full Crown Point 2010 Event Calendar that lists both City and Chamber events go to
www.crownpoint.in.gov



Vendor Application



March 17, 2010
**Parade will commence rain,
snow or shine at *DUSK***

Vendor Set-Up begins at 4:45 PM

**Vendor Tear Down takes place
after the parade has finished.**

FESTIVAL OPERATING RULES

VENDOR DEFINITION - A vendor is any person offering for sale articles for human consumption, such as fruits, vegetables, snacks, concessions, edible products, and/or non-edible articles such as services-chair massages, traditional or themed Irish Items, parade novelties, etc. that all relate to a family-friendly atmosphere. Every vendor that is not offering an item for human consumption and/or purchase must provide candy or a giveaway item for children that attend the festival (ie. Dentist office that rents booth space purely for promotion and has nothing to sell provides tooth brushes). Sale of any type of consumable human food must be with the Lake County Health Dept. rules and regulations. A 2010 Lake County Health Department Permit **MUST BE DISPLAYED AT YOUR BOOTH ON THE FESTIVAL DAY for any vendors with consumable products.**

ENFORCEMENT OF RULES

City staff has full authority to enforce all rules and any occupants failing to comply may have their space declared vacant without refund.

TIME & HOURS OF OPERATION

The Parade is one big day, March 17, 2010 and will take place rain, snow or shine. Vendors will be located on 231 (Joliet St.) in between Main Street and East Street. A vendor placement map will be given in ample time to every vested 2010 vendor. Vendors may set up at 5pm and begin selling immediately and throughout the parade, as long as they are in their immediate area. For mobile vendors, they are advised to stay in the crowd and clear of the parade route-for safety concerns. All vehicles must be in place no later than 6pm. Only pedestrian traffic will be allowed in the area after this time. **If a vendor is unable to attend, they must contact the Mayor's Office of Special Events at their earliest convenience.**

DISPLAYING & SELLING GOODS

Producers must furnish their own tables, chairs, or other display arrangements. In case of rain, producers must furnish their own protection, a 10x10 pop-up tent works best. All refuse must be removed at the close of the event; **uses of Event waste receptacles are solely for the attendees, not vendor refuse.** As this is a family-friendly parade, no profane language will be tolerated!

SPACE RENTAL FEES

Vendor Space –

There is no fee to those in Crown Point City Limits

\$35 Rental Fee to those not in Crown Point City Corporate City Limits

Assigned & Reserved. One (1) stall (a 10x10 space) may be rented by any one producer. The space runs about a parking space and ¼ for visual purposes.

All proceeds dedicated to the funding of the 2010 St. Patrick's Day Parade!

METHOD OF PAYMENT - Checks should be made payable to The City of Crown Point.

Total payment must accompany application.

NO REFUNDS WILL BE GIVEN.

Space will only be reserved after full payment is received. If more applications are received than space allows, priority will be given to earliest registrants, and past participants. Past approved vendors will be given priority to set-up at the parade; additional vendors are welcomed as long as there isn't any abundance of same products.

VENDORS WILL BE FEATURED ON CITY WEBSITE, CITY TV CHANNELS AND IN MARCH HUB CITY MONTHLY NEWSLETTER (NEWSLETTER IF THEY COMMIT BY 2-17-2010)

ALL SPACE RENTERS MUST HAVE THE FOLLOWING ON DISPLAY:
IF APPLICABLE, COPY OF INDIANA SALES TAX NUMBER & CERTIFICATE.

LAKE COUNTY HEALTH DEPT. PERMIT

A SIGN NO LESS THAN 15" X 20" IN DIMENSION WITH BUSINESS NAME, ADDRESS, & PHONE NUMBER WRITTEN IN PROMINENT LETTERS.

2010 Official St. Patrick's Day Parade Vendor Application

Name (First and Last) _____

Business Name _____

Address _____

City _____ St _____ Zip _____

Phone _____

Alt. Phone for Event Day (Cell Preferred): _____

EMAIL: _____

____ **Food Vendor** ____ **Product Vendor**

____ **Other**

(explain) _____

List of Products (Please be thorough to avoid an overabundance of like vendors)

In 2009, a crowd of over 6,000 attended the parade!

Vendor Fees

\$35 (outside of Crown Point Corporate City Limits)

FREE (inside Crown Point Corporate City Limits)

I/We agree to hold harmless the City of Crown Point, Crown Point, IN, or any person, volunteer, employee or board connected with the St. Patrick's Day Parade of any/all liability due to damage and/or theft of my/our merchandise, goods, and wares kept upon premises designated by persons mentioned above. This agreement refers to any/all damage including, but not limited to; damage by heat, water, sun, rain, wind, cold, and vandalism and the like. All claims, suits, actions, debts, and costs, charges and expenses, or damages of any nature arising from any activities under this contract, including loss predicated on active or passive negligence of the indemnities.

SIGNATURE: _____

DATE: _____